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**CARMEL CITY CODE**  
**CHAPTER 10: ZONING & SUBDIVISIONS**  
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**CARMEL ZONING ORDINANCE**  
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Section 25.07: Signs

25.07-1

*as adopted per Z-302; as amended per Z-365-01; Z-366-01; Z-369-02; Z-416-03; Z-453-04; Z-461-04; Z-470-05;  
Z-478-05; Z-486-06*

Spring 2006 v1

**25.07 Signs.****25.07.01 General Provisions.<sup>1</sup>****25.07.01-01 Purpose and Intent.**

The purpose of this section is to regulate signs which can be viewed from the exterior of structures so as to protect health, safety and morals and to promote the public welfare. The intent is to recognize the need for adequate business identification to conduct business while promoting an attractive appearance throughout the community through the use of inspection, and by the application of reasonable guidelines formulated to ensure compliance by all present and future signs with the ordinance. This ordinance is designed to authorize signs which are:

- a) Designed, constructed, installed and maintained in such a manner that they do not endanger public safety or traffic safety;
- b) Compatible with the objectives of proper design and zoning amenities;
- c) Established in such a way as to allow and promote optimum conditions for meeting the sign user's needs while at the same time promote the amenable environment required to serve the public welfare;
- d) Legible, readable and visible in the circumstances in which they are used; and
- e) Respectful of the reasonable rights of other advertisers whose messages are displayed.

**25.07.01-02 Definitions.<sup>2</sup>**

Terms used in this Ordinance are defined in *Chapter 3: Definitions.*

**25.07.01-03 Exempted Signs.**

The following types of signs are exempted from all provisions of this section, but must be established and maintained in such a manner as to not cause safety hazards. No procedures, approvals, permits or fees are required for the following signs:

- a) Dwelling Unit Signs
- b) Holiday Signs
- c) Integral Signs (three (3) sq. ft. or less)
- d) Parking Signs (three (3) sq. ft. or less)
- e) Private Traffic Directional Signs
- f) Public Event Signs
- g) Temporary Awning Signs
- h) Public Building Signs
- i) Public Signs

<sup>1</sup> Section 25.07.01 amended per Ordinance No. Z-366-01; Z-369-02.

<sup>2</sup> Section 25.07.01-02 amended per Ordinance No. Z-416-03, §f-g.

- j) Corporate Flags when flown in conjunction with the Flag of the United States of America; however, such Corporate flags shall be no larger than twenty-four (24) square feet.
- k) Soft Drink Dispensing Machines.
- l) *unassigned*
- m) Benches established on business's premises they advertise - copy area one (1) sq. ft. or less.
- n) Address Numbers (as per chart).

#### **25.07.01-04 Prohibited Signs.**<sup>3</sup>

The following types of signs are prohibited:

- a) Signs which contain statements, words, or pictures of an obscene, indecent, or immoral character, such as will offend public morals or decency.
- b) Signs which contain or are in imitation of an official traffic sign or signal or contain the words "stop", "slow", "caution", "danger", "warning" or similar words, unless permitted in another section of this Ordinance.
- c) Signs which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic or street sign or signal.
- d) Signs which advertise an activity, business, project or service no longer conducted on the premises upon which the sign is located.
- e) Signs which move by design or have a major moving part.
- f) Signs consisting of banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners or similar devices, unless they are permitted specifically by other sections of this Ordinance.
- g) Signs which swing or otherwise noticeably move as a result of wind pressure because of the manner of their suspension or attachment and whose movement can be construed as dangerous by the Administrator.
- h) Signs which are located in such a manner as to obstruct the view of the intersection of a street or highway with a railroad crossing.
- i) Signs which are located upon, over, or in any street or highway right-of-way, except for official highway signs.
- j) Portable signs which are portable or moveable, except as permitted under provisions of this section.
- k) Signs which are established on trees, utility poles and fences.
- l) Signs which advertise goods, products, services or facilities or direct persons to a different location (or to a telephone number at a different location) from where the sign is installed. (Off-premise signs require a Developmental Standards Variance from the Board.)
- m) Suspended Signs and Projecting Signs, except in Old Town Carmel and the Carmel Drive – Range Line Road Overlay Zone.

<sup>3</sup> Section 25.07.01-04 amended per Ordinance No. Z-366-01; Z-478-05, §b; Z-486-06, §l.

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- n) Signs which are not included under the types of signs permitted in this Ordinance.
  - o) Lighter than air advertising devices.
  - p) Roof Signs on residences which have been converted to office, business and/or manufacturing uses.
  - q) It shall be prohibited to park or use a vehicle in such a way as to function as a sign, defined to include the parking of any vehicle, trailer or similar movable structure containing or supporting any signage between the right-of-way line and any public street and the greater of two distances: forward of the Front Line of Building of the Principal Building or one hundred-fifty (150) feet from the public right-of-way, with the exception of:
    - (i) Vehicles actively involved in construction on or serving of the site;
    - (ii) Vehicles delivering products to the site in designated loading areas;
    - (iii) Vehicles parked in designated truck parking areas of a development that have been screened from or are not generally visible from the public right-of-way;
    - (iv) Vehicles parked on sites where parking is not available one hundred-fifty (150) feet or more from the public right-of-way. In such cases, vehicles supporting signage shall be located as far as possible from the public right-of-way, subject to determination by the Director.
    - (v) Passenger vehicles, pick-up trucks, and vans of a size that can fully fit within a standard parking space, containing signs painted on or permanently affixed on the doors or integral body panels that do not exceed sixteen (16) square feet in area.

**25.07.01-05    Maintenance of Signs.** All signs and sign structures shall be kept and maintained in good repair in a safe condition.

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**25.07.02      Permitted Permanent Signs.****25.07.02-01      Subdivision.**

- a) SIGN CLASSIFICATION: Ground Sign.
- b) NUMBER & TYPE:  
One (1) sign per entrance; matching signs which border either side of one entrance into a subdivision shall be treated as one (1) sign; however, both Sign Faces shall be used to calculate the total Sign Area.
- c) MAXIMUM SIGN AREA: Fifty (50) square feet.
- d) MAXIMUM HEIGHT OF GROUND SIGN: As approved.
- e) LOCATION: At entrance to subdivision; sign shall not interfere with Vision Clearance.
- f) DESIGN: As approved.
- g) ILLUMINATION: As approved.
- h) LANDSCAPING: Optional.
- i) REQUIRED APPROVAL: Must be approved by the Commission, and sign may be established any time after subdivision final plans are approved.
- j) SIGN PERMIT: Required
- k) FEES: Required.

**25.07.02-02      Multi-Family Housing Complex.**

- a) SIGN CLASSIFICATION: Ground Sign.
- b) NUMBER & TYPE:  
One (1) sign per entrance; matching signs which border either side of one entrance into a Multi-family Housing Complex shall be treated as one (1) sign; however, both Sign Faces shall be used to calculate the total Sign Area.
- c) MAXIMUM SIGN AREA: Fifty (50) square feet.
- d) MAXIMUM HEIGHT OF GROUND SIGN: As approved.
- e) LOCATION: At entrance to Multi-family Housing Complex; sign shall not interfere with Vision Clearance.
- f) DESIGN: As approved.
- g) ILLUMINATION: As approved.
- h) LANDSCAPING: Optional.
- i) REQUIRED APPROVAL: Must be approved by the Commission, and sign may be established any time after Multi-family Housing Complex final plans are approved.
- j) SIGN PERMIT: Required
- k) FEES: Required.

**25.07.02-03     Home Occupation and Boarding House (Residential Zone).<sup>4</sup>**

- a) SIGN CLASSIFICATION: Wall Sign.
- b) NUMBER & TYPE: One (1) Nameplate.
- c) MAXIMUM SIGN AREA: Three (3) square feet
- d) MAXIMUM HEIGHT OF GROUND SIGN: Not applicable.
- e) LOCATION: As per definition of Wall Sign.
- f) DESIGN: Must be compatible with the architectural design of the structure to which the sign is attached.
- g) COPY: As per definition of Nameplate.
- h) ILLUMINATION: Not permitted.
- i) LANDSCAPING: Not required.
- j) REQUIRED APPROVALS: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

**25.07.02-04     Home Occupation and Boarding House (Business and Manufacturing Zones).<sup>5</sup>**

- a) SIGN CLASSIFICATION: Wall Sign or Ground Sign.
- b) NUMBER & TYPE: One (1) Identification Sign.
- c) MAXIMUM SIGN AREA: Twenty (20) square feet.
- d) MAXIMUM HEIGHT OF GROUND SIGN: Five (5) feet.
- e) LOCATION: No closer than five (5) feet to the right-of-way; shall not interfere with Vision Clearance.
- f) DESIGN: No restrictions.
- g) COPY: As per definition of Identification Sign.
- h) ILLUMINATION: Permitted.
- i) LANDSCAPING: Ground Signs must be accompanied by a landscaped area at least equal to the total Sign Area.
- j) REQUIRED APPROVAL: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

<sup>4</sup> Section 25.07.02-03 amended per Ordinance No. Z-470-05, §a.

<sup>5</sup> Section 25.07.02-04 amended per Ordinance No. Z-470-05, §b.

**25.07.02-05    Institutional Uses<sup>6</sup>**

- a) SIGN CLASSIFICATION: Wall Sign or Ground Sign.
- b) NUMBER & TYPE:
  - i) One (1) Institutional Sign and
  - ii) One (1) sign with Changeable Copy.
- c) MAXIMUM SIGN AREA:
  - i) Institutional Sign: Thirty (30) square feet;
  - ii) Changeable Copy sign: Sixteen (16) square feet.
- d) MAXIMUM HEIGHT OF GROUND SIGN: Five (5) feet.
- e) LOCATION: No sign shall be located closer than ten (10) feet to the street right-of-way in residential zones. No sign shall be located closer than five (5) feet to the street right-of-way in business and manufacturing zones. The sign shall not interfere with the Vision Clearance.
- f) DESIGN: Must be compatible with the architectural design of the structure which the sign identifies.
- g) COPY: As per definitions of Institutional Sign and Changeable Copy.
- h) ILLUMINATION: Permitted.
- i) LANDSCAPING: Ground Signs must be accompanied by a landscaped area at least equal to the total Sign Area.
- j) REQUIRED APPROVALS: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Not required.

**25.07.02-06    Recreational Uses<sup>7</sup>**

- a) SIGN CLASSIFICATION: Wall Sign or Ground Sign.
- b) NUMBER & TYPE: One (1) Identification Sign per entrance.
- c) MAXIMUM SIGN AREA: Thirty (30) square feet per sign.
- d) MAXIMUM HEIGHT OF GROUND SIGN: Six (6) feet.
- e) LOCATION: Shall not interfere with Vision Clearance.
- f) DESIGN: No restrictions except for those signs which require Commission approval.
- g) COPY: As per definition of Identification Sign.
- h) ILLUMINATION: Permitted.

<sup>6</sup> Section 25.07.02-05 amended per Ordinance No. Z-470-05, §c.

<sup>7</sup> Section 25.07.02-06 amended per Ordinance No. Z-470-05, §d.

- i) LANDSCAPING: Ground Signs must be accompanied by a landscaped area at least equal to the total Sign Area.
- j) REQUIRED APPROVALS: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

**25.07.02-07 Special Use and Use Variance Signs<sup>8</sup>**

- a) SIGN CLASSIFICATION: Wall Sign or Ground Sign.
- b) NUMBER & TYPE: One (1) Identification Sign for each Frontage on a public street (not alleys), with a maximum of three (3) signs for lots with three (3) or more Frontages.
- c) MAXIMUM SIGN AREA: Per applicable Sign Chart.
- d) MAXIMUM HEIGHT OF GROUND SIGN: Per applicable Sign Chart.
- e) LOCATION: Minimum of five (5) feet from existing right-of-way or proposed right-of-way per the Carmel-Clay Thoroughfare Plan, whichever is greater, and shall not interfere with Vision Clearance.
- f) DESIGN: No restrictions except for those signs that require approval.
- g) COPY: As per definition of Identification Sign.
- h) ILLUMINATION: Permitted.
- i) LANDSCAPING: Ground Signs must be accompanied by a landscaped area at least equal to the total Sign Area.
- j) REQUIRED APPROVALS: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

**25.07.02-08 Single Tenant Building<sup>9</sup>**

- a) SIGN CLASSIFICATION: Ground Sign, Wall Sign or Roof Sign. (Roof Signs are prohibited on residences which have been converted to office, business and/or manufacturing uses).
- b) NUMBER & TYPE: The maximum number of Identification Signs permitted shall be one (1) sign for each Frontage on a public street (not alleys) with a maximum of three (3) signs for lots with three (3) or more Frontages. A building owner with two (2) or more Frontages may elect to transfer a permitted sign from one Frontage to another to permit no more than two (2) signs to be oriented to one Frontage as follows: one (1) Wall or Roof Identification Sign and one (1) Ground Identification Sign.

<sup>8</sup> Section 25.07.02-07 amended per Ordinance No. Z-365-01; Z-470-05, §e.

<sup>9</sup> Section 25.07.02-08 amended per Ordinance No. Z-470-05, §f.



- c) MAXIMUM SIGN AREA: per appropriate chart.
- d) MAXIMUM HEIGHT OF GROUND SIGN: See appropriate chart.
- e) LOCATION: See appropriate chart.
- f) DESIGN: No restrictions except for those signs which require approval by the Commission.
- g) COPY: As per definition of Identification Sign. Any permitted Ground Identification Sign may include Changeable Copy not to exceed two-thirds (2/3) of the Sign Area.
- h) ILLUMINATION: Internal or completely shielded.
- i) LANDSCAPING: Ground Signs must be accompanied by a landscaped area at least equal to the Sign Area.
- j) REQUIRED APPROVALS: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

#### **25.07.02-09 Multi-Tenant Ground Floor Building**<sup>10</sup>

- a) SIGN CLASSIFICATION: Ground Sign, Wall Sign or Roof Sign. (Roof Signs are prohibited on residences which have been converted to office, business and/or manufacturing uses).
- b) NUMBER & TYPE: One (1) Wall or Roof Identification Sign per business, or one (1) Ground Identification Sign per building, in which instance all building tenants shall equally share the Sign Area. Businesses which are oriented to more than one (1) public street (not alleys) shall be permitted one (1) Wall or Roof Identification Sign per Frontage with a maximum of two (2) signs unless the Multi-tenant Ground Floor Building has elected to use a Ground Identification Sign for all building tenants. A Multi-tenant Ground Floor Building with frontage on more than one (1) public street (not alleys) shall be permitted one (1) Ground Identification Sign per Frontage with a maximum of three (3) signs for lots with three (3) or more Frontages.
- c) MAXIMUM SIGN AREA: See appropriate chart.
- d) MAXIMUM HEIGHT OF GROUND SIGN: See appropriate chart.
- e) LOCATION: See appropriate chart.
- f) DESIGN: No restrictions except for those signs which require approval by the Commission.
- g) COPY: As per definition of Identification Sign. Any permitted Ground Identification Sign may include Changeable Copy not to exceed two-thirds (2/3) of the Sign Area.
- h) ILLUMINATION: Internal or completely shielded.

<sup>10</sup> Section 25.07.02-09 amended per Ordinance No. Z-470-05, §g.

- i) LANDSCAPING: Ground Signs must be accompanied by a landscaped area at least equal to the total Sign Area.
- j) REQUIRED APPROVALS: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

#### **25.07.02-10 Multi-Tenant Multi-Level Building<sup>11</sup>**

- a) SIGN CLASSIFICATION: Ground Sign, Wall Sign or Roof-Sign. (Roof Signs are prohibited on residences which have been converted to office, business and/or manufacturing uses).
- b) NUMBER & TYPE: One (1) Identification Sign for each Frontage on a public street (not alleys) with a maximum of three (3) signs for lots with three (3) or more Frontages. A building owner with two (2) or more Frontages may elect to transfer a permitted Identification Sign from one (1) Frontage to another to permit up to two (2) signs to be oriented to one (1) Frontage as follows: one (1) Wall or Roof Identification Sign and one (1) Ground Identification Sign. Buildings with more than one (1) main entrance and served by separate parking lots are permitted two (2) Directory Signs, one (1) at each of the main building entrances.
- c) MAXIMUM SIGN AREA: Each Directory Sign shall have a maximum Sign Area of twenty (20) square feet. The maximum Sign Area for each Identification Sign and each Center Identification Ground Sign as per appropriate chart.
- d) MAXIMUM HEIGHT OF GROUND SIGN:
  - (i) Directory Sign and Multi-tenant Building Complex Directory Sign: five (5) feet.
  - (ii) Identification Sign and Center Identification Ground Sign as per appropriate chart.
- e) LOCATION:
  - (i) Directory Sign and Multi-tenant Building Complex Directory Sign shall not interfere with Vision Clearance.
  - (ii) Identification Sign and Center Identification Ground Sign as per appropriate chart.
- f) DESIGN: No restrictions except for those signs which require approval by the Commission. However, signs in Unified Centers must be of similar design and identical in lighting and style of construction.
- g) COPY: As per definitions of Identification Sign, Directory Sign and Center Identification Ground Sign. Any permitted Ground Identification Sign may include Changeable Copy not to exceed two-thirds (2/3) of the Sign Area.
- h) ILLUMINATION: Internal or completely shielded.
- i) LANDSCAPING: Ground Signs must be accompanied by a landscaped area at least equal to the total Sign Area.

<sup>11</sup> Section 25.07.02-10 amended per Ordinance No. Z-470-05, §h.

- j) REQUIRED APPROVALS: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

#### **25.07.02-11 Multi-Tenant Building Complex**<sup>12</sup>

- a) SIGN CLASSIFICATION: Center Identification Ground Sign and Multi-tenant Building Complex Directory Sign.
- b) NUMBER & TYPE: One (1) Center Identification Ground Sign per Multi-tenant Building Complex. Any Multi-tenant Building Complex (per approval of overall Development Plan) located on a lot with Frontage on more than one (1) public street (not alleys) is permitted one (1) Center Identification Ground Sign per Frontage with a maximum of three (3) signs for lots with three (3) or more Frontages.

Note: In addition to the allowed Ground Sign(s), a Multi-tenant Building Complex is allowed one (1) Multi-tenant Building Complex Directory Sign, if said sign is approved by the Commission when presented as part of a total sign package. A Multi-tenant Building Complex Directory Sign is not counted as a Ground Sign, but must be landscaped at least equal to the Sign Area.

For a Multi-tenant ground floor building which is also Multi-tenant building complex either one (1) Center Identification Ground Sign or one (1) Ground Identification Sign (as permitted under *Section 25.07.02-09(b)*) shall be permitted per frontage.

- c) MAXIMUM SIGN AREA:
  - (i) Center Identification Ground Sign: see appropriate chart.
  - (ii) Multi-tenant Building Complex Directory Sign: Twenty (20) square feet.
- d) MAXIMUM HEIGHT OF GROUND SIGN:
  - (i) Center Identification Ground Sign: see appropriate chart.
  - (ii) Multi-tenant Building Complex Directory Sign: Five (5) feet.
- e) LOCATION: Minimum ten (10) feet from street right-of-way.
- f) DESIGN: Signs must comply with the approved Unified Center architectural scheme, and must be of a similar design and identical in lighting and style of construction.
- g) COPY: As per definition of Center Identification Ground Sign and/or Multi-tenant Building Complex Directory Sign. Any permitted Ground Identification Sign may include Changeable Copy not to exceed two-thirds (2/3) of the Sign Area.
- h) ILLUMINATION: Internal or completely shielded.
- i) LANDSCAPING: Ground Signs must be accompanied by a landscaped area at least equal to the total Sign Area, including Multi-tenant Building Complex Directory Sign.

<sup>12</sup> *Section 25.07.02-11 amended per Ordinance No. Z-470-05, §i-j.*

- j) REQUIRED APPROVAL: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

## **25.07.02-12 Window Signs**<sup>13</sup>

This section applies to all commercial properties zoned B-1, B-2, B-3, B-5, B-6, B-7, B-8, I-1, M-1, M-3 (or any subsequently created business or manufacturing zone). Said commercial uses, in addition to utilizing the signage provisions in *Sections 25.07.02-01 through 25.07.02-11*, may also utilize the signage provided for in this *Section 25.07.02-12*.

- A) SIGN CLASSIFICATION: Non-illuminated Window Signs.
  - 1) NUMBER: One (1) or more Window Signs per window or window pane subject to maximum Sign Area for total Window Area.
  - 2) MAXIMUM SIGN AREA: One (1) or more Window Signs shall not exceed thirty percent (30%) of the total Window Area on which the signs are placed or through which they are viewed.
  - 3) LOCATION: As per definition of Window Sign.
  - 4) TYPES:
    - i) Permanent: Window Signs which are affixed in a permanent manner to the window, window frame, or the building structure.
    - ii) Temporary: Window Signs which are not affixed in a permanent manner to the window, window frame, or the building structure and which are intended to be changed from time to time.
  - 5) DESIGN: No restrictions except for those signs which require approval by the Commission.
  - 6) ILLUMINATION: Not permitted.
  - 7) REQUIRED APPROVAL: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
  - 8) SIGN PERMIT: Required for permanent Window Signs.
  - 9) FEES: Required for permanent Window Signs.
- B) SIGN CLASSIFICATION: Illuminated Window Signs.
  - 1) NUMBER: One (1) sign per tenant/property owner and may be in addition to any other permitted signs including but not limited to non-illuminated Window Signs.
  - 2) MAXIMUM SIGN AREA: Three (3) square feet
  - 3) LOCATION: As per definition of Window Sign.
  - 4) DESIGN: No restrictions except for those signs which require approval by the Commission. However, signs in Unified Centers must be of a similar design and style of construction.

<sup>13</sup> *Section 25.07.02-12 amended per Ordinance No. Z-470-05, §k.*

- 5) ILLUMINATION: Permitted.
- 6) REQUIRED APPROVAL: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- 7) SIGN PERMIT: Required.
- 8) FEES: Required.

### **25.07.02-13 Old Town Carmel**<sup>14</sup>

This section applies to all commercial uses located on properties zoned B-1, B-2, B-3, B-5, B-6, B-7, B-8, M-1, M-3, (or subsequently created business or manufacturing zone), (and additionally situated in) Old Town Carmel, as determined by the boundaries of the Old Town District Overlay Zone. Said commercial uses may utilize the signage requirements in *Sections 25.07.02-08 through 25.07.02-12* of this Ordinance.

- a) SIGN CLASSIFICATION: Suspended Sign; Projecting Sign or Porch Sign. (Only in Old Town Carmel and the Carmel Drive – Range Line Road Overlay are these types of signs permitted.)
- b) NUMBER & TYPE: One (1) Identification Sign per business in a Single-tenant Building or a Multi-tenant Ground Floor Building. One (1) Building Identification Sign per Multi-tenant Ground Floor Building or Multi-tenant Multi-level Building is permitted if seven (7) or more businesses occupy the same building. In no instance shall any building or Multi-tenant Building Complex have more than one (1) Ground Identification Sign.

If the Identification Sign is to be used for tenant identification then all building tenants shall equally share the Sign Area as per appropriate chart. This includes the Center Identification Ground Sign - all copy shall be included on only one (1), Ground Identification Sign.

- c) MAXIMUM SIGN AREA:
  - i) Twenty (20) square feet for a Projecting Sign;
  - ii) Twelve (12) square feet for a Suspended Sign;
  - iii) Six (6) square feet for a Porch Sign.
- d) MAXIMUM HEIGHT OF GROUND SIGN (Suspended): Eight (8) feet.
- e) LOCATION: No Ground Sign shall be located closer than five (5) feet to the right-of-way and shall not interfere with Vision Clearance. A Projecting Sign may be utilized only when the building on which it is to be established has a Front Yard with a depth of less than five (5) feet. A Projecting Sign shall be located a minimum of two (2) feet behind the curb and shall measure a minimum distance of eight (8) feet from the bottom of the sign to ground level.
- f) COLOR & DESIGN: No restrictions except for those signs which require approval by the Commission. However, signs in Unified Centers must be of similar design and identical in lighting, color, height of sign area and style of construction.
- g) COPY: As per definition of Identification Sign.
- h) ILLUMINATION: Permitted.

<sup>14</sup> *Section 25.07.02-13 amended per Ordinance No. Z-470-05, §I; Z-486-06, §m.*

- i) LANDSCAPING: Optional.
- j) REQUIRED APPROVALS: ADLS approval is required for all permanent signs that are established in a Zoning District and/or Overlay Zone requiring ADLS approval.
- k) SIGN PERMIT: Required.
- l) FEES: Required.

#### **25.07.02-14 Old Meridian District**<sup>15</sup>

This section applies to all land uses located on properties within the zones established pursuant to *Chapter 20G: Old Meridian District*. The signage requirements in *Section 25.07.02-01* through *25.07.02-12* of this Ordinance apply, except where superseded by the provisions of this section.

- a) SIGN CLASSIFICATION: As allowed pursuant to the signage requirements in *Section 25.07.02-01* through *25.07.02-12*, unless otherwise specified below.
  - 1. 20G.05.01: Single-Family Attached Zone (OM-SFA):
    - a) No permanent exterior signs of any kind will be allowed except:
      - (i) House numbers established in accordance with *Section 25.14: Premises Identification*, and
      - (ii) Nameplates established in accordance with *Section 25.07.02-03: Home Occupation and Boarding House (Residential Zone)*.
  - 2. 20G.05.02: Multifamily Housing Zone (OM-MF):
    - a) Limited to Suspended Signs, Projecting Signs, Porch Signs, or Wall Signs.
  - 3. 20G.05.03: Village Zone (OM-V):
    - (a) Unless specified as exempt or prohibited signage, or otherwise noted below, the Sign Ordinance regulations of *Section 25.07.02-13: Old Town Carmel* shall apply to the Village Zone.
    - (b) Exempt Signs: All signs designated as exempt in *Section 25.07.01-03* of the Sign Ordinance, except as noted in *Section 20G.05.07(E)(5)*.
    - (c) Prohibited Signs: The provisions in *Section 25.07.01-04* shall apply. The following signs are also prohibited:
      - (1) Ground Signs, or other free standing signs.
      - (2) Signs which contain blinking, pulsing, or moving components.

<sup>15</sup> *Section 25.07.02-14* adopted per Ordinance No. Z-453-04, §fa.

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4. 20G.05.06: Special Use Zone (OM-SU):
    - (a) See *25.07.02-07: Special Use and Use Variance Sign*.
  5. 20G.05.07: Meijer Zone (OM-M):
    - (a) Unless specified as exempt or prohibited signage, or otherwise noted below, the Sign Ordinance regulations pertaining to Old Town Carmel, *Section 25.07.02-13* shall apply to the Meijer Zone.
    - (b) Exempt Signs: All signs designated as exempt in *Section 25.07.01-03* of the Sign Ordinance, **Ordinance No. Z-302**.
    - (c) Prohibited Signs: The provisions in *Section 25.07.01-04* shall apply. Signs which contain blinking, pulsing, those with moving components are also prohibited.
- b) NUMBER & TYPE: As allowed pursuant to the signage requirements in *Section 25.07.02-01* through *25.07.02-12*, unless otherwise specified below.
1. 20G.05.07: Meijer Zone (OM-M):
    - (a) Two (2) monument signs no larger than sixty (60) square feet are allowed for a single user of the existing Meijer store, with one (1) sign located at the existing street cut on Old Meridian Street, in the Village Zone, and the other sign being located in accordance with the plans approved by the Commission, **Docket No. 22-91 ADLS/DP**.
    - (b) Signage for the Convenience Store shall be permitted, consistent with *Section 20G.05.07(E)(1)*, and subject to ADLS approval.
  - c) MAXIMUM SIGN AREA: As allowed pursuant to the signage requirements in *Section 25.07.02-01* through *25.07.02-12*, unless otherwise specified below.
    1. 20G.05.02: Multifamily Housing Zone (OM-MF):
      - (a) Suspended Signs: Twelve (12) square feet
      - (b) Projecting Signs: Twenty (20) square feet
      - (c) Porch Signs: Six (6) square feet
      - (d) Wall Signs: Sixteen (16) square feet
      - (e) Ground Signs, or other freestanding signs are not permitted.
    2. 20G.05.04: Mixed Use Zone (OM-MU):
      - (a) Wall Signs shall not exceed thirty-two (32) square feet.
    3. 20G.05.05: Office Zone (OM-O):
      - (a) Ground Signs shall not have a Sign Face that exceeds twenty-four (24) square feet.
      - (b) Wall signs shall not exceed thirty-two (32) square feet.

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- d) MAXIMUM HEIGHT OF GROUND SIGN: As allowed pursuant to the signage requirements in *Section 25.07.02-01* through *25.07.02-12*, unless otherwise specified below.
1. 20G.05.04: Mixed Use Zone (OM-MU):
    - (a) Ground Signs shall not be taller than four (4) feet.
  2. 20G.05.05: Office Zone (OM-O):
    - (a) Ground Signs shall not be taller than four (4) feet.
- e) LOCATION: Signs shall not interfere with Vision Clearance. As allowed pursuant to the signage requirements in *Section 25.07.02-01* through *25.07.02-12*, unless otherwise specified below.
1. 20G.05.02: Multifamily Housing Zone (OM-MF):
    - (a) Wall Signs must fit within the horizontal and vertical elements of the building and may not obscure details of the building. (*Diagram 4*)
    - (b) No sign shall extend above the cornice line of the building.
  2. 20G.05.03: Village Zone (OM-V):
    - (a) Wall signs must fit within the horizontal and vertical elements of the building and may not obscure details of the building. (*Diagram 4*)
    - (b) No sign may extend above the cornice line of the building.
    - (c) Signs may also be painted in white graphics in storefront or upper floor windows.
    - (d) Signs may also be imprinted on permanent awnings.
  5. 20G.05.04: Mixed Use Zone (OM-MU):
    - (a) Wall signs must fit within the horizontal and vertical elements of the building and may not obscure details of the building. (*Diagram 4*)
    - (b) No sign may extend above the cornice line of the building.
  4. 20G.05.07: Meijer Zone (OM-M):
    - (a) Wall signs must fit within the horizontal and vertical elements of the building and not obscure details of the building. (*Diagram 4*) No sign shall be allowed to extend above the cornice line of the building.
- f) DESIGN: As approved.
1. 20G.05.03: Village Zone (OM-V):
    - (a) Tenants should strive for a unique graphic image, rather than be required to conform to a single graphic style for the whole building.
    - (b) Providence at Old Meridian. The sign package adopted with **Ordinance No. Z-338**, Providence at Old Meridian Plan Unit Development District shall be allowed as approved.
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- g) ILLUMINATION: As approved.
  - h) LANDSCAPING: A landscaped area equal to the total sign area is required for all Ground Signs established in the Old Meridian District.
  - i) REQUIRED APPROVAL: Must be approved by the Commission, and sign may be established any time after final plans are approved.
  - j) SIGN PERMIT: Required
  - k) FEES: Required.
  - l) Specific District Requirements:
    - 1. 20G.05.08: Mixed Medical Zone (OM-MM):
      - (a) The provisions of the Sign Ordinance, Ordinance No. Z-302, shall apply, except as noted below.
        - (i) For a building with multiple tenants or occupants and which is in excess of 10,000 square feet of gross building area located on a site by itself, or for multiple buildings located on an integrated site with a shared entrance, a single freestanding monument sign located at the entrance of the site and within the front setback shall be permitted. Each sign face (maximum of two (2) faces per sign) shall not exceed sixty (60) square feet in total area. It must be landscaped at the base of the sign.
        - (ii) A building not described in Subsection (a) above, shall be identified by the use of a ground sign which shall not be taller than four (4) feet, and have a sign face that does not exceed thirty-two (32) square feet.
        - (iii) Wall signs shall not exceed thirty-two (32) square feet.
        - (iv) Directory signs are permitted in accordance with the Sign Ordinance Z-302.
      - (b) Wall signs must fit within the horizontal and vertical elements of the building and may not obscure details of the building. *(Diagram 4)*
      - (c) No sign may extend above the bottom of the roofline or, in the case of flat roofs, the cornice line of the Building.

**25.07.03      Temporary Signs**

Temporary sign permits can be issued for no more than one (1) year's duration, but may be renewed, unless otherwise prohibited.

**25.07.03-01      Subdivision Construction Signs<sup>16</sup>**

- a) SIGN CLASSIFICATION: Ground Sign.
- b) NUMBER & TYPE: One (1) sign per entrance.
- c) MAXIMUM SIGN AREA: Thirty-two (32) square feet per sign.
- d) MAXIMUM HEIGHT OF GROUND SIGN: Eight (8) feet.
- e) LOCATION: At entrance to subdivision; sign shall not interfere with Vision Clearance and shall be a minimum of ten (10) feet from the street right-of-way, except when located on a corner lot, as for Vision Clearance on Corner Lots (see *Section 3.07: Definitions*, in Zoning Regulations).
- f) DESIGN: No restrictions.
- g) COPY: No restrictions.
- h) ILLUMINATION: Not permitted.
- i) LANDSCAPING: Not required.
- j) REQUIRED APPROVAL: None.
- k) SIGN PERMIT: Required.
- l) FEES: Required.
- m) TIME:
  - 1) Subdivision Construction Signs may be established after, but not before final approval of subdivision plans and may be in addition to any permanent Subdivision Sign permitted by the terms of this Ordinance.
  - 2) Signs may remain until the number of lots remain for sale is less than:
    - i) two (2) in platted subdivisions containing 2-49 total lots.
    - ii) five (5) in platted subdivisions containing 50-99 total lots.
    - iii) ten (10) in platted subdivisions containing 100-199 total lots.
    - iv) twenty-five (25) in platted subdivisions containing 200-499 total lots.
    - v) five percent (5%) of platted lots in subdivisions containing 500 or more lots.
  - 3) Permit renewal is subject to the determination of the Director.

<sup>16</sup> Section 25.07.03-01 amended per Ordinance No. Z-486-06, §n.

### **25.07.03-02 Non-Residential and Multiple Family Housing Complex Construction Signs.**

- a) SIGN CLASSIFICATION: Ground Sign.
- b) NUMBER & TYPE: One (1) sign per Property Frontage.
- c) MAXIMUM SIGN AREA: Thirty-two (32) square feet
- d) MAXIMUM HEIGHT OF GROUND SIGN: Eight (8) feet.
- e) LOCATION: Shall be set back twenty (20) feet from the street right-of-way; only one (1) sign may face any particular Property Frontage.
- f) DESIGN: No restrictions.
- g) COPY: Limited to identification of the building, architects, engineers, contractors, and other individuals or firms involved with the construction, but shall not include any advertising or product.
- h) ILLUMINATION: Not permitted.
- i) LANDSCAPING: Not required.
- j) REQUIRED APPROVAL: None.
- k) SIGN PERMIT: Required.
- l) FEES: Required.
- m) TIME: Shall not be established until after construction has begun; shall be removed within seven (7) days after the beginning of the intended use of the project.

### **25.07.03-03 Real Estate Signs.<sup>17</sup>**

- a) SIGN CLASSIFICATION: Ground Sign.
- b) NUMBER & TYPE: One (1) sign per Property Frontage. No more than two (2) Sign Faces per sign, and the angle of separation between the faces of the sign shall not exceed sixty degrees (60°). (Refer to *DIAGRAM I*)
- c) MAXIMUM SIGN AREA:
  - 1) Residential zones:
    - i) Lot size under five (5) acres: Six (6) square feet and
    - ii) Lot size five (5) acres and over: Twenty (20) square feet
  - 2) Business and Manufacturing Zones - maximum Sign Face Area (both faces, if applicable):
    - i) for a lot less than ten (10) acres in area shall be twenty (20) square feet, and
    - ii) for a lot located in the US Highway 31 or US Highway 421 – Michigan Road Corridor Overlay Zones which is greater than five (5) acres in area shall be thirty-two (32) square feet.
- d) MAXIMUM HEIGHT OF GROUND SIGN:
  - 1) Lot size under five (5) acres: Five (5) feet;

<sup>17</sup> Section 25.07.03-03 amended per Ordinance No. Z-486-06, §o.

- 2) Lot size five (5) acres and over: Eight (8) feet.
- e) LOCATION:
  - 1) Residential Zones:
    - i) Signs of six (6) square feet or less: Ten (10) feet from right-of-way;
    - ii) over six (6) square feet: Twenty-five (25) feet from right-of-way.
  - 2) Business and Manufacturing Zones:
    - i) Signs of six (6) square feet or less: Five (5) feet from the right-of-way;
    - ii) over six (6) square feet: Ten (10) feet from the right-of-way.
    - iii) For lots with more than one (1) street frontage, the distance between any two (2) signs shall not be less than fifteen (15) feet at any point; and
    - iv) for through lots, two (2) signs may not be located in the same half yard. (Refer to *DIAGRAM 2*).
- f) DESIGN: No restrictions.
- g) COPY: May announce the sale, rental or lease of the premises, but shall reflect no advertising or promotional material other than to indicate the party listing the property for sale or lease.
- h) ILLUMINATION: Not permitted.
- i) LANDSCAPING: Not required.
- j) REQUIRED APPROVAL: None.
- k) SIGN PERMIT: Required for signs with a Sign Area over six (6) square feet.
- l) TIME:
  - 1) Residential Zones - Signs shall be removed promptly after closing, lease or rental of the property. An OPEN HOUSE sign may be posted only when an open house is being conducted on the premises, unless the sign lists the dates and times of a future open house.
  - 2) Business and Manufacturing Zones - Signs shall be removed within seven (7) days of the sale, lease or rental of the property.
  - 3) Multi-family Housing Complex - Once eighty percent (80%) of units are leased, sold or occupied, Real Estate Signs are limited to either Ground Sign, Wall Sign or Window Sign of six (6) square feet or less.

#### **25.07.03-04 Political Campaign Signs.**<sup>18</sup>

- a) SIGN CLASSIFICATION: Ground Sign.
- b) NUMBER & TYPE: No restrictions.
- c) MAXIMUM SIGN AREA: Sixteen (16) square feet total per Premises.

<sup>18</sup> Section 25.07.03-04 amended per Ordinance No. Z-470-05, §m.

- d) MAXIMUM HEIGHT OF GROUND SIGN: Five (5) feet.
- e) LOCATION: Must be confined to private property and/or polling sites.
- f) DESIGN: No restrictions.
- g) COPY: Names of candidates seeking public political office and other data pertinent thereto.
- h) ILLUMINATION: Not permitted.
- i) LANDSCAPING: Not required.
- j) REQUIRED APPROVAL: None.
- k) SIGN PERMIT: Not required.
- l) FEES: Not required.
- m) TIME: None.

#### **25.07.03-05 Additional Signs in Residential Zones.**

- a) SIGN CLASSIFICATION: Ground Sign.
- b) NUMBER & TYPE: One (1) sign in addition to a permitted Real Estate Sign(s) per lot with a maximum of two (2) Sign Faces.
- c) MAXIMUM SIGN AREA: Eight (8) square feet (both faces, if applicable).
- d) MAXIMUM HEIGHT OF GROUND SIGN: Four (4) feet.
- e) LOCATION: Shall be set back ten (10) feet from the street right-of-way.
- f) DESIGN: No restrictions.
- g) ILLUMINATION: Not permitted.
- h) LANDSCAPING: Not required.
- i) REQUIRED APPROVAL: None.
- j) SIGN PERMIT: Required for signs with a sign area over six (6) square feet.
- k) TIME: Signs shall be removed promptly after completion of construction, renovation or repair of improvements on the property.

#### **25.07.03-06 Signage for Temporary Uses.**<sup>19</sup>

This section shall apply to those temporary uses established by *Section 25.23* and *Section 25.24* of this Ordinance.

- a) SIGN CLASSIFICATION: Wall sign or ground sign.
- b) NUMBER & TYPE: One (1) identification sign.
- c) MAXIMUM SIGN AREA: Thirty-two (32) square feet
- d) MAXIMUM HEIGHT OF GROUND SIGN: Six (6) feet.
- e) LOCATION: Must not interfere with Vision Clearance.
- f) DESIGN: No restrictions.

<sup>19</sup> *Section 25.07.03-06 amended per Ordinance No. Z-461-04, §i.*

- g) COPY: As per definition of identification sign.
- h) ILLUMINATION: Not permitted.
- i) LANDSCAPING: Not required.
- j) REQUIRED APPROVAL: None.
- k) SIGN PERMIT: Required.
- l) FEES: Required, except for local non-profit organizations applying under *Section 25.24* of this Ordinance.
- m) TIME: Limited to duration of temporary use permit.

**25.07.03-07 Model Home & Temporary Sales Office Identification Signs.**<sup>20</sup>

- a) SIGN CLASSIFICATION: Ground Sign.
- b) NUMBER & TYPE:
  - i) One (1) sales office Identification Sign per hundred lots.
  - ii) One (1) model home Identification Sign per approved model home.
- c) MAXIMUM SIGN AREA:
  - i) Sales office Identification Sign: Thirty (30) square feet.
  - ii) Model home Identification Sign: Six (6) square feet.
- d) MAXIMUM HEIGHT OF GROUND SIGN:
  - i) Sales office Identification Sign: Six (6) feet.
  - ii) Model home Identification Sign: Three (3) feet.
- e) LOCATION:
  - i) Sales office Identification Sign: On the same Lot as the approved temporary sales office; sign shall not interfere with Vision Clearance and shall be a minimum of ten (10) feet from the street right-of-way.
  - ii) Model home Identification Sign: On the same Lot as the approved Model Home; sign shall not interfere with Vision Clearance and shall be a minimum of ten (10) feet from the street right-of-way.
- f) DESIGN: As approved by the Commission.
- g) COPY: No restrictions.
- h) ILLUMINATION: Not permitted.
- i) LANDSCAPING: Not required.
- j) REQUIRED APPROVAL: Either a Sign Plan showing the design of any sales office Identification Signs must be approved by the Commission as part of the Primary Plat petition, or an ADLS application must be filed prior to the Establishment of the signs.
- k) SIGN PERMIT: Required for signs with a Sign Area over six (6) square feet.

<sup>20</sup> *Section 25.07.03-07 adopted per Ordinance No. Z-366-01.*

- l) TIME: Shall not be Established until either a temporary or final Certificate of Occupancy has been issued for the Principal Building; may remain until such time as the temporary sales office and/or Model Home Temporary Use approval has expired, or until such time as the Principal Building is sold for private occupancy, whichever is earlier.

## **25.07.04      Permitted Banners.**

### **25.07.04-01      Street Banners For Civic Events.**

A Banner for special events designated by the Mayor of the City of Carmel may be erected no more than thirty (30) days prior to the event and shall be removed no more than three (3) days after the event. The erection of a banner for a Special Event is further subject to the approval of the appropriate governmental agency having jurisdiction over the proposed location of the Banner.

### **25.07.04-02      Grand Opening Banners.**

A banner for grand openings may be erected no more than fourteen (14) days prior to the date the business first opens to the general public and shall be removed no more than seven (7) days after the date the business first opens.

### **25.07.04-03      Interim Signage Pending Permanent Sign.<sup>21</sup>**

- a) SIGN CLASSIFICATION: Banner
- b) NUMBER & TYPE: One (1) banner for each approved permanent sign
- c) MAXIMUM SIGN AREA: Not to exceed the area of the approved permanent sign.
- d) LOCATION: Shall be placed in the location(s) of the not yet erected permanent signs.
- e) DESIGN: As per definition of Banner
- f) COPY: As per definition of Identification Sign
- g) ILLUMINATION: Not permitted
- h) LANDSCAPING: Not required
- i) REQUIRED APPROVALS: A sign permit for permanent signage is required before an interim Banner permit can be issued
- j) SIGN PERMIT: Required for temporary interim Banner
- k) FEES: Required
- l) TIME: An interim Banner shall not be displayed for more than ninety (90) days following the issuance of the temporary Banner permit. An extension of time not to exceed ninety (90) days may be granted. Such extension request must be made in writing. The fee for extensions is an additional interim Banner permit fee.

<sup>21</sup> Section 25.07.04-03 amended per Ordinance No. Z-486-06, §p.

## **25.07.05      Fast Food Drive-Thru Service Menu Signs.**

Fast food operations with drive-through service located on properties zoned B-1, B-2, B-3, B-4, B-5, B-5, B-7, B-8, I-1, M-1, M-2, M-3, in addition to other permitted signs, may also display a menu sign with a maximum sign area of sixteen (16) square feet and a maximum height of six (6) feet for a ground sign.

## **25.07.06      Legal Non-Conforming Signs.<sup>22</sup>**

- A. After the enactment of this amendatory Ordinance, the Administrator shall make a survey every twelve (12) months of the jurisdictional area for signs that do not conform to this Ordinance (as of July 1<sup>st</sup> of the respective calendar year); and shall submit the results of the survey, in writing, to the Mayor, members of the Council, members of the Board, and members of the Commission. This report is due on or before September 1<sup>st</sup> of every year and shall include the sections of this Ordinance with which said signs do not comply (as of July 1 of the respective calendar year), and any necessary proof that said signs are legal nonconforming signs.
- B. The Administrator shall also use all reasonable efforts to notify the user or owner of the property on which such sign is located of the signs non-conformity and whether it is legally non-conforming or is illegal. Should any questions arise as a result of the Administrator's decision that a sign is a Legal Non-conforming Sign or is illegal, the final determination of such status shall be made by the Board as provided for in *Section 28.06* of this Ordinance. An ongoing record of existing Legal Non-conforming Signs shall thereafter be maintained as a part of the Board's permanent records.
- C. Where a nonconforming sign was legally existing on July 1, 2004, the Administrator shall register such sign as a legal nonconforming sign, specifying on the registration form the date of the erection or installation of such sign and, if applicable, the dates on which the Board granted a variance and a Sign Permit was issued.
- D. A non-conforming sign as described in *Subsection (C)* above which is duly registered shall thereafter be deemed a Legal Non-conforming Sign and may be continued without further registration.
- E. If the Administrator determines that a nonconforming sign existing on July 1, 2004, was not legally erected or installed, the user or owner shall have until January 1, 2006, to appeal the Administrator's determination to the Board or to obtain a variance from the Board allowing the sign to be continued. After January 1, 2006, if the Board has not reversed the Administrator's determination or granted a variance allowing the sign to be continued, it shall thereafter be deemed an illegal sign and shall be immediately brought into conformance with this Ordinance or shall be removed.
- F. A Legal Non-conforming Sign shall immediately lose its legal non-conforming designation if:
  - 1) the sign is not kept in good repair and in a safe condition and the state of disrepair or unsafe condition continues for six (6) months;
  - 2) the sign is relocated;
  - 3) the complete sign and sign structure are replaced; or
  - 4) the Sign Permit or variance under which the sign was allowed or permitted expires.

<sup>22</sup> Section 25.07.06 amended per Ordinance No. Z-365-01; Z-453-04, §fc.



- G. On the happening of any one (1) of the above conditions the sign shall be immediately brought into conformance with this Ordinance with a new Sign Permit secured therefore, or shall be removed.
- H. Nothing in this Ordinance shall relieve the owner or user of a Legal Non-conforming Sign or owner of the property on which the Legal Non-conforming Sign is located from the provisions of this ordinance regarding safety, maintenance and repair of signs.

## **25.07.07 Sign Permits**

Except as otherwise provided in this Ordinance, it shall be unlawful for any person to establish any sign within the jurisdictional area of this Ordinance, or cause the same to be done without first obtaining a Sign Permit for each such sign from the Administrator as required by this Ordinance. These directives shall not be construed to require any permit for a change of copy for legal Changeable Copy or otherwise allowed under this Ordinance, nor for the repainting, cleaning and other normal maintenance or repair of a sign or sign structure for which a permit has previously been issued, so long as the sign or sign structure is not modified in any way to violate the standards or provisions of this Ordinance. No permit is required for signs which are exempted from permits elsewhere in this Ordinance. No new permit is required for signs which have permits and which conform with the requirements of this ordinance on the date of its adoption unless and until the sign is altered or relocated in violation of this Ordinance. A permit must be secured when the fee ownership of the property upon which the sign is located has been changed, or when the ground upon which the sign is situated has been leased to a new lessee.

Every Sign Permit issued by the Administrator shall become null and void if the sign is not established within six (6) months after the issuance of such permit. Signs which require approval by the Commission must be established within one (1) year after the date such approval is granted, or such approval shall become null and void. Signs which require variance approval from the Board shall be established within one (1) year. (See *Ordinance No. Z-170*).

No person shall establish any sign upon any property or building without the consent of the owner or person entitled to possession of the property or building if any, or their authorized representative.

Application for a permit shall be made to the Administrator upon a form provided by the Administrator and shall be accompanied by such information as may be required to assure compliance with all appropriate laws and regulations of the City including, but not limited to:

- 1) Name and address of the owner of the sign.
- 2) Name and address of the owner (fee owner) of the Premises where the sign is to be located.
- 3) Name and address of the person leasing the Premises (if applicable).
- 4) Clear and legible drawings with description definitely showing location of the sign which is the subject of the permit and all other existing signs whose construction requires permits, when such signs are on the same Premises.
- 5) Drawings showing the dimensions, construction supports, sizes, electrical wiring and components, materials, and design of the sign and method of attachment. The design, quality, materials and loading shall conform to the requirements of the Building Official's and Administrative Code (B.O.A.C.), as amended. If required by the Administrator, engineering data shall be supplied on plans submitted certified by a duly licensed engineer.

The Administrator shall issue a permit for the establishment of a sign when an application therefore has been properly made of the city.

The person establishing a sign shall notify the Administrator upon completion of the work for which permits are required, and shall submit a color photograph of the established sign to the Administrator.

All signs shall be subject to an inspection by the Administrator.

The Administrator may, in writing, suspend or revoke a permit issued under provisions of this Section whenever the permit is issued on the basis of a misstatement of fact or fraud after due notice by and hearing before the Administrator. When a Sign Permit is denied or revoked by the Administrator, he shall give written notice of the denial to the applicant together with a brief written statement of the reasons for the denial.

No permit for a sign issued hereunder shall be deemed to constitute permission or authorization to maintain an unlawful sign nor shall any permit issued hereunder constitute a defense in an action to abate an unlawful sign.

An Appeal may be taken to the Board from either the Administrator's denial or revocation of a permit or from the failure of the Administrator to formally grant or deny a permit within thirty days (30) days. (See *Section 30.01* and *Section 30.02*).

Permit fees shall be as stated in *Section 29.06.05* of this Ordinance.

#### **25.07.08      Variance**

A variance from the terms of these regulations may be submitted to the Carmel Board of Zoning Appeals as stated in *Section 30.05* of this Ordinance.

#### **25.07.09      Administration and Enforcement**

##### **25.07.09-01      Administration**

The Administrator is hereby authorized and directed to enforce and carry out all provisions of this section both in letter and spirit, pursuant to state statute.

The Administrator is further empowered to delegate the duties and the powers granted to and imposed upon him under this Ordinance. As used in this section, "Administrator" shall include any authorized representative(s).

The Administrator is hereby empowered to enter or inspect any building, structure, or premises in the jurisdictional area of this Ordinance, upon which, or in connection with which a sign is located, for the purpose of inspection of the sign, its structural and electrical connections, and to insure compliance with the provisions of this section. Such inspections shall be carried out during business hours, unless an emergency exists.

**Sign Chart A: Non-Freeway**<sup>23</sup>**SINGLE TENANT & MULTI-TENANT BUILDINGS** (Ground Floor & Multi-Level)

<b>Distance of Sign from Street Right-of-Way* (minimum of 5 feet)</b>	<b>Building Frontage (Tenant Unit)</b>	<b>Maximum Sign Area</b>	<b>Maximum Height of Ground Sign</b>
5 – 50 feet	under 50 feet	30 sq. ft.	6 feet
	51 - 100 feet	45 sq. ft.	6 feet
	101 - 150 feet	60 sq. ft.	6 feet
	151 - 300 feet	75 sq. ft.	6 feet
51-100 feet	under 50 feet	35 sq. ft.	6 feet
	51 -100 feet	60 sq. ft.	6 feet
	101 - 150 feet	80 sq. ft.	6 feet
	151 -300 feet	95 sq. ft.	6 feet
101 – 300 feet	under 50 feet	40 sq. ft.	6 feet
	51 - 100 feet	75 sq. ft.	6 feet
	101 - 150 feet	90 sq. ft.	6 feet
	151 - 300 feet	105 sq. ft.	6 feet
Over 300 feet	under 50 feet	50 sq. ft.	7 feet
	50 - 100 feet	90 sq. ft.	7 feet
	101 - 150 feet	100 sq. ft.	7 feet
	151 - 300 feet	115 sq. ft.	7 feet
	300 + feet	150 sq. ft.	7 feet

\* **Street Right-of-Way, as designated in the Thoroughfare Plan.**

<sup>23</sup> *Sign Chart A* amended per Ordinance No. Z-453-04, §fb; Z-478-05 §c.

**Sign Chart B: Freeway**<sup>24</sup>

SINGLE-TENANT &amp; MULTI-TENANT BUILDINGS: (Ground Floor &amp; Multi-Level)

<b>Distance of Sign From Street Right-of-Way* (minimum of 5 ft)</b>	<b>Building Frontage (Tenant Unit)</b>	<b>Maximum Sign Area</b>	<b>Maximum Height of Ground Sign</b>
200 feet & under	under 100 feet	40 sq. feet	6 feet
	101 - 250 feet	75 sq. feet	7 feet
	over 250 feet	100 sq. feet	8 feet
over 200 feet*	under 100 feet	50 sq. feet	6 feet
	101 - 250 feet	90 sq. feet	7 feet
	over 250 feet	120 sq. ft.	8 feet

\* Street Right-of-Way, as designated in the Thoroughfare Plan.

\*\* For distances over 200 feet, the maximum sign area may be increased at the rate of an additional five (5) sq. ft. per additional 100 ft. of distance from sign to street right-of-way.

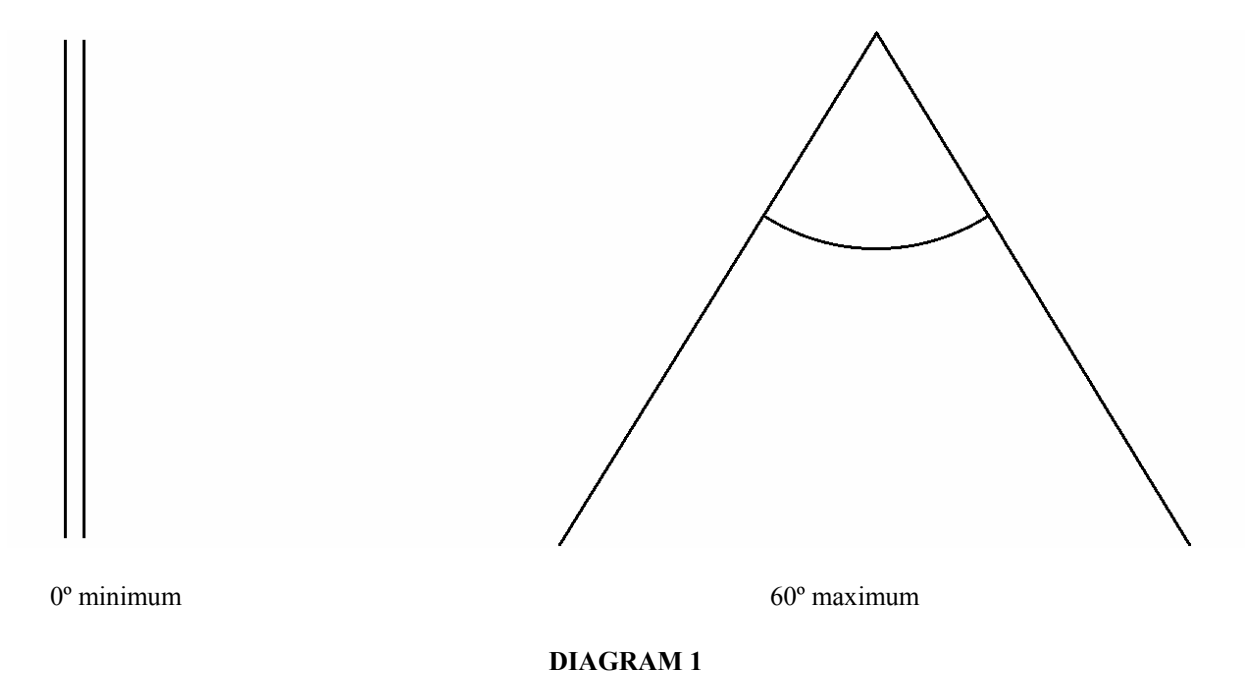
**Sign Chart C: Address Number Chart**<sup>25</sup>

<b>Distance of Numbers from Street Right-of-Way*</b>	<b>Maximum Height of Numbers</b>
100 feet	3.5 inches
200 feet	7.0 inches
400 feet	14.0 inches
600 feet	21.0 inches
800 feet	28.0 inches
1,000 feet	35.0 inches
1,320 feet	46.1 inches

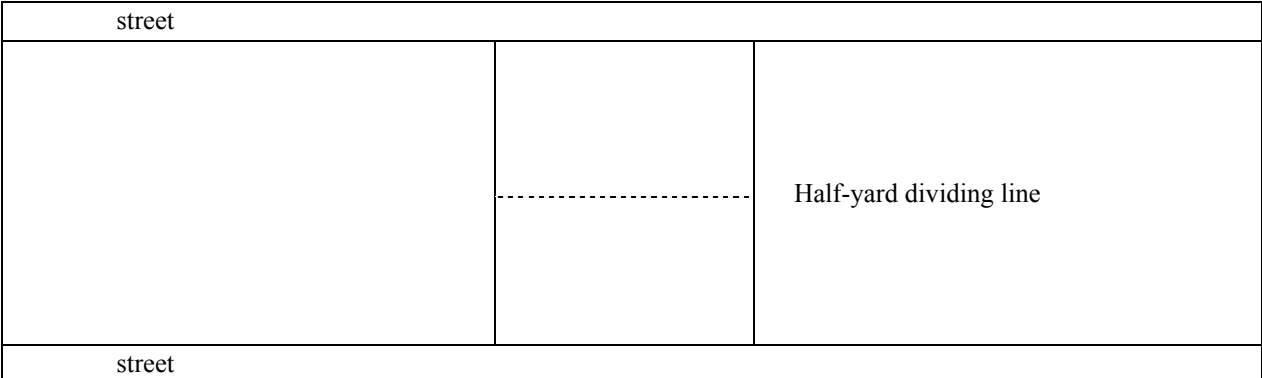
\* Street Right-of-Way, as designated in the Thoroughfare Plan.

<sup>24</sup> Sign Chart B amended per Ordinance No. Z-453-04, §fb.<sup>25</sup> Sign Chart C amended per Ordinance No. Z-453-04, §fb.

**Diagram 1: Sign Face Separation.**



**Diagram 2: Through Lot Real Estate Sign Placement.**



**DIAGRAM 2**

**Diagram 3: Old Town Carmel**<sup>26</sup>

**Diagram 4: Old Meridian Sign Placement**



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<sup>26</sup> *Diagram 3 repealed per Ordinance No. Z-470-05, §n. See Old Town District Overlay Zone boundary, Chapter 23D.*

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**SECTION 25.07: SIGNS  
AMENDMENT LOG**

<b>Ordinance No.</b>	<b>Docket No.</b>	<b>Council Approval</b>	<b>Effective Date</b>	<b>Sections Affected</b>
Z-365-01	76-01a OA	November 5, 2001	November 27, 2001	25.07.02-07; 25.07.06
Z-366-01	76-01b OA	n/a	November 28, 2001	25.07.01-02; 25.07.01-04(l); 25.07.03-07
Z-369-02	160-01 OA	April 1, 2002	April 1, 2002	25.07.01-02; 25.07.01-03(l); 25.07.01-04(q) Summer 2002 v1
Z-416-03	40-02 OA	November 17, 2003	November 18, 2003	25.07.01-02 Autumn 2003 v1
Z-453-04	150-02 OA	August 16, 2004	August 16, 2004	25.07.02-14; 25.07.06; Sign Charts A, B, C; Diagram 4 Summer 2004 v1
Z-461-04	04070029 OA	December 20, 2005	January 20, 2005	25.07.03-06 Winter 2005 v1
Z-470-05	04100026 OA	February 21, 2005	February 21, 2005	25.07.02-03 thru 13; 25.07.03-04; Diagram 3 Winter 2005 v2
Z-478-05	05050010 OA	July 18, 2005	July 18, 2005	25.07.01-04; Sign Chart A Summer 2005 v1
Z-486-06	05120002 OA	February 20, 2006	March 22, 2006	25.07.01-04; 25.07.02-13; 25.07.03-01; 25.07.03-03; 25.07.04-03 Spring 2006 v1

Section 25.07: Signs  
25.07-31

*as adopted per Z-302; as amended per Z-365-01; Z-366-01; Z-369-02; Z-416-03; Z-453-04; Z-461-04; Z-470-05;  
Z-478-05; Z-486-06  
Spring 2006 v1*